

## KENTUCKY EMPLOYEE ASSISTANCE PROGRAM

### QUESTIONS AND ANSWERS ABOUT YOUR EAP:

**WHAT?** Your Employee Assistance Program (KEAP) is a FREE, CONFIDENTIAL program for helping you deal with problems that affect your job performance, your personal life, and your general well being. These problems may be emotional, financial, marriage/family, or substance abuse. This program is one of your employee benefits, and the services are also available to your family at no cost.

**WHY?** We all need help at some point in our lives. KEAP can help employees lead more productive personal and professional lives. Through helping employees KEAP can reduce absenteeism, tardiness, accidents, and health insurance costs.

**WHO?** Your EAP professionals are State employees who are trained in assessment and referral. It is the job of the EAP professional to help you identify any issues that may be interfering with your job and/or your life. Your EAP professional will assist you in finding the most qualified people to help you with your problem.

**HOW?** You may obtain services from your EAP in two ways:

If you have a personal problem you may call or make an appointment. In the case of a self-referral no one will know that you've contacted KEAP.

When an employee's job performance is deteriorating, a supervisor may refer an employee to KEAP. Even in this situation the supervisor will not be told anything without the employee's permission.

**WHEN?** Your EAP maintains regular state hours. There are evening hours available, and you may make an appointment on your lunch hour if you wish.

**WHERE?** You may contact your EAP by calling:

Personnel Cabinet	Kentucky State Police
(502) 564-5788	(502) 573-1719
1-800-445-5327	

### Remember!!

Your EAP services are free—if you need other services, your EAP professional will assist you in getting them at affordable rates. All information about you and your participation in EAP is confidential as provided by law. Participation in EAP will not jeopardize your job or promotional opportunities.

**YOUR EAP CARES ABOUT YOU!!!**